

Working for the University...

Our aim at Plymouth University is to provide a wide range of job opportunities on campus; not only for you to earn money and develop your workplace skills, but also including higher level roles and part time research assistant posts to add extra value to your CV.

Every year around 500 - 600 students are employed across the campus, with opportunities ranging from one-off jobs such as Open Day Assistants, to year round employment such as Research Assistants, Administrative Officers, or managing the Students' Union Shop.

Lots of on-campus positions are advertised through Student Jobs, with employment falling into the following areas;

- **Academic support roles:** such as an associate lecturer, assistant exam invigilator or language tutor
- **Administrative, clerical and data processing roles:** in offices across the university such as Marketing, faculty offices or Student Accommodation
- **Bar and retail work:** for the Students' Union
- **Catering roles:** in our campus cafes
- **Events assistants and coordinators:** on open days, student welcome events, careers fairs, hall visits, or Student Union events
- **Hall wardens and assistant wardens**
- **Professional support roles:** such as an Assistant Computing Officer or an Information Assistant in frontline centres such as the Student Gateway, Chaplaincy or the library
- **Research assistants, demonstrators and laboratory technicians**
- **Sports fitness and injury instructors**
- **Student ambassadors and mentors:** in schools and colleges or with care leavers
- **Student enablers:** with disabled students e.g. as note takers
- **Telephone survey assistants:** working on fundraising campaigns or research projects such as the annual 'first destination' survey of graduate employment

If you work on campus you will be limited to a maximum of twenty hours per week to help you keep a healthy balance between work and study. You will be paid directly into your bank account, either weekly on a Friday, or monthly on the 25th of each month, depending on your role, and all payments are in arrears.

Working for the Students' Union...

The Students' Union (UPSU) employs students wherever possible and annually employs over 200 staff to undertake regular roles in the shop, bar, entertainments and reception. All roles are advertised through Student Jobs and you can also pop into the SU to check what's available. All students who work for UPSU are required to complete an application form found by visiting www.upsu.com.

All of the UPSU student staff go through a fair selection process and then have a thorough induction to their areas of work, their roles and the Union itself. Jobs commencing in the autumn term are recruited the previous Easter, so make sure you keep an eye on Student Jobs, and express your interest early to avoid disappointment. Advertising this early allows for training to be undertaken before the summer break ready for our busiest term of the year, for both student enquiries and support, and also trading.

During the course of the year UPSU often have short-term opportunities for specific projects. A good example of this is for 'NUS-Extra Card' sales at the beginning of term. These roles are advertised as required, and are on a fixed term basis. Students working for UPSU are paid fortnightly in arrears by BACS. More senior positions within departments (shift supervisors) are normally selected and developed from within our student staff teams. We have employed interns for the past three years to specific areas of the Union, and hope that this model will develop as time progresses.